

COUNTY OF LOS ANGELES
Public Health

JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JOHN F. SCHUNHOFF, Ph.D.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.lapublichealth.org



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November 15, 2007

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *Jeff Fielding*
Director and Health Officer

SUBJECT: **NOTICE OF INTENT TO AMEND INFORMATION TECHNOLOGY
SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK
ORDER N05-0182 FOR ONE CONTRACT CONSULTANT FOR THE
DEPARTMENT OF PUBLIC HEALTH**

This is to advise you of our intent to request the Internal Services Department (ISD) to amend the Information Technology Support Services Master Agreement (ITSSMA) Work Order N05-0182 with Illuminous Enterprises, Inc. The amendment will extend the Work Order from November 30, 2007 to February 28, 2009 and will increase the maximum amount of the Work Order by \$297,000. This added funding will increase the total cost of the Work Order to \$594,000. In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

BACKGROUND

In October of 2006, the Los Angeles County Alcohol and Drug Program Administration (ADPA) obtained the services of a time and materials consultant through an ITSSMA competitive bid to assist in the development of a system for data collection of information specific to the County's youth treatment services. To date the consultant has accomplished the following tasks:

- Completed analysis of the federal and State data collection requirements.
- Finalized business requirements based on ADPA recommendations and the feedback of Community based organizations.
- Reviewed and revised the Los Angeles County Participant Reporting System (LACPRS) for the collection of evaluation related data procedures, documentation and questionnaires.

- Designed templates for participant Discharge Outcome Reports (DOR).
- Completed treatment site requirement reports.
- Completed outpatient program documentation for performance standards.
- Worked with ADPA managers to prepare draft action plans for application development and implementation.
- Prepared documentation for hardware and software requirements.
- Prepared documentation for security requirements.

SCOPE OF WORK

The requested Work Order extension will allow for continued consultant support for the ongoing development of the LACPRS system. The following tasks are scheduled to be completed by February 2009:

- Complete system design and related documentation
- Build and test new application per user requirements
- Prepare training materials
- Provide User Training
- Implement new applications in production
- Complete requirement analysis for the integration of Dependency Court information

JUSTIFICATION

ADPA is implementing a treatment program for youth that addresses their developmental issues, by providing them with a network of comprehensive and integrated services. A new application which utilizes multiple Web reporting software tools, has state-of-the-art Internet security, and can accommodate electronic interfaces with existing County systems is required to gather, track, and store the information obtained on youth participants in these treatment programs. The consultant currently working on this project is thoroughly familiar with the business processes, and is technically proficient in all aspects of application design tools, software and hardware which are required to implement this system in a timely manner. Currently ADPA is unable to provide permanent staff with the required skill set to move forward with the development of the new application.

FISCAL IMPACT

The current Work Order expires on November 30, 2007. The proposed amendment increases the total amount of the Work Order by \$297,000 for a total amount of \$594,000. The hourly rate of the consultant will remain the same throughout the Work Order extension. The additional funds for this project have been identified in the Fiscal Year 2007-2008 budget. There is no net County cost.

Each Supervisor
November 15, 2007
Page 3

CLOSING

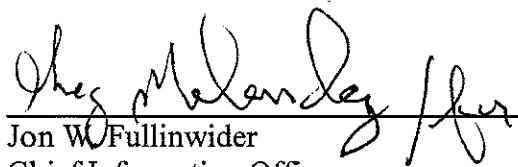
Consistent with established ITSSMA guidelines, we are informing your Board of our intent to amend his Work Order. In two weeks time we will request ISD to proceed with the amendment to the aforementioned Work Order.

If you have any questions or need more information, please let me know.

JEF:lm

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer
Director, Internal Services Department

NOTED AND APPROVED:



Jon W. Fullinwider
Chief Information Officer

11 | 21 | 2007

Date